



OFFICE OF THE UTAH STATE AUDITOR

Job Description

Administrative Intern – Office of the Utah State Auditor

The Office of the Utah State Auditor has openings for two (2) part time interns beginning in early January and continuing until March 14th. The interns will split responsibility for serving at the front desk of the Auditor's Office and acting as "the face" of the Auditor's Office to the public during the legislative session.

Hours will be set before the internship begins and will be between 16 hours (2 days) and 24 hours (3 days) per week, or 20 hours per week in either the morning or afternoon, depending upon the candidates' availability. Candidates will also be asked to help with a variety of computer and phone based projects, as well as miscellaneous administrative projects while serving at the front desk.

Desired skills include:

- Strong ability to write/edit documents and reports.
- Good public interface skills (friendly, patient, willing to help members of the public).
- Proficiency in Word and Excel and ability to learn new computer systems (including one or more database entry systems).
- Willingness to "chip in" anywhere needed with a good attitude.
- Ability to work independently.
- Dependability, including keeping a consistent schedule, especially during the legislative session.

Compensation

This is an hourly position at \$10-\$12 / hour depending upon experience.

Internships do not include benefits or vacation/holiday pay.

How to Apply:

Please send a resume and cover letter indicating your current major and year in school, as well as your schedule and availability during the internship period (such as "available MWF all day" or "available M-F am"). Please address letter or questions to:

Nicole Davis

ndavis@utah.gov

Please submit information no later than December 20, 2013.

About the Office of the Utah State Auditor

The Office of the Utah State Auditor provides Utah taxpayers and government officials with an independent assessment of financial operation, statutory compliance, and performance management for state and local government.

Specific activities of the Office include performing financial audits, conducting federal funds compliance audits, providing local government oversight, conducting agency and program performance audits, performing fraud and compliance audits, and operating the State Auditor Hotline for citizens to report suspected financial issues or improprieties. These capabilities strengthen Utah State Government and help taxpayers have confidence in the integrity of Utah's government agencies.

The Utah State Auditor is a Constitutional Officer of the State of Utah, elected directly by the state's citizens every 4 years. The role of the Utah State Auditor is authorized in Article VII, Section 15 of the Utah Constitution.

Auditor.Utah.gov